



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

DEFERRED COMPENSATION MANAGER

Job Number: 20001746

Job Code: 93730V121216

Job Group: 9300 - PERSONNEL MANAGEMENT AND TRAINING

Job Established: 03/01/1998

Job Revised: 12/16/2012

Grade: 17 Salary (MIN - MID):

\$24,055-\$31,869 - Hourly

\$3,908.94-\$5,178.72 - 37.5 Hr. Monthly Salary

\$4,169.54-\$5,523.96 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Serves as a branch manager in the Kentucky Public Employees' Deferred Compensation Program. Supervises employees who administer the Deferred Compensation program. Performs investment education counseling and ensures that investment of deferrals are completed according to the authority guidelines; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have five years of experience in personnel administration or business administration to include two years of experience in administering a deferred compensation or similar benefit program.

Substitute EDUCATION for EXPERIENCE:

A master's degree in business administration or public administration will substitute for two years of non deferred compensation or similar benefit program experience.

Substitute EXPERIENCE for EDUCATION:

Experience as an investment counselor, deferred compensation counselor or similar work in providing information on retirement or other benefit programs or experience in business administration, public administration, accounting, or information technology will substitute for the required education on a year- for-year basis. Current certification as a Certified Employee Benefits Specialist OR as a Professional Administrator and Management Executive as certified by the International Foundation for Retirement Education will substitute for the required education.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Supervises business processing and administration, member services center, deferral investments, plan loans and all participant services as well as marketing and communications. Coordinates receipts of deferrals and billings. Works with payroll administrators to solve problems associated with Deferred Compensation program. Coordinates the investment of funds with carriers by wire. Acts to ensure that the computer records for issuance of checks are correct and validate payout date. Ensures implementation of computer records adjustments for corrections or refunds for participant accounts. Ensures that adequate accounting records are maintained. Communicates in person, by telephone and through written correspondence with program participants. Processes incoming rollovers and plan-to-plan transfers. Performs audits on participant's accounts as required. Represents the Authority at group meetings with participating employees and at local, regional and national Deferred Compensation conferences. Assists the independent Certified Public Accounting firm with the annual audit of the 457 and 401 (k) retirement plans.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is performed in an office setting. Occasional travel is required to make presentations on program activities. Communicates frequently by telephone and with walk-in members. Uses keyboard to access account information on participants.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.